

Department of Information Technology (DoIT)
Request for ITPO Approval of a New Contract
Checklist

I. New Contract Submission Package (items must be provided):

1. Award recommendation letter. At a minimum, the letter shall provide the following:
 - a. Release date and closing date;
 - b. Distribution method (eMM notice, MBE direct solicitation);
 - c. Number of proposals received;
 - d. Number of proposals that met minimum qualifications;
 - e. Technical ranking;
 - f. Financial ranking;
 - g. Overall ranking;
 - h. Justification of recommended Offeror / Bidder
2. A MD tax clearance number
3. Copy of the contract signed by the contractor only and approved by an AAG for legal form and sufficiency.
4. Copy of *eMarylandMarketplace.com* (eMM) solicitation advertisement; a list of vendors solicited through eMM and a list of vendors directly solicited. List of vendors directly solicited should include address (city and state) with MD residence noted and MBE status. If the solicitation was advertised only on eMM, indicate the total number of vendors that received the eMM-only notice.
5. Copy of Bid/Proposal Affidavit properly completed and signed by the contractor.
6. Copy of Contract Affidavit properly completed and signed by the contractor.
7. Copy of the Living Wage Affidavit properly completed and signed by the contractor (if valued over \$100,000).
8. Copy of the final Financial Proposal (actual price sheets only) for Sealed Proposal procurements or Bid Sheets (for Sealed Bids procurements) from all offerors/bidders.
9. For Competitive Sealed Proposals (CSPs) only, provide a statement of the dates of notification to unsuccessful offerors and debriefing dates.
10. The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule, if the contract includes MBE participation. If an MBE waiver was granted, provide a copy of the signed waiver document issued by the agency. Also provide a copy of the PRG, if the original MBE subcontracting participation goal was less than 25%.

11. Completed ADPICS BPO with correct approval paths (*includes BPW approval, Department D05, if applicable), to include all Crosswalk information and properly completed MBE screen (PCHL 2345).

Also, as applicable:

12. If a single bid/proposal is received, provide a copy of the written determination that acceptance of the one bid/proposal is appropriate. Include an explanation of why there was a poor response to the solicitation.
13. When a protest has been resolved, provide a copy of the protest letter, the procurement officer's response to the protest, and if appealed, the Maryland State Board of Contract Appeals Decision.